

# **ICLD Budget guidelines for the Municipal Partnership Programme**

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All expenditures for cooperation within the Municipal Partnership Programme, namely travel expenses, including transfer costs, board and lodging; interpreting and auditing costs, and wage costs for participants from Swedish local and regional politically controlled bodies, are funded by Sida. Cooperation partners will be expected to meet their own wage costs. If possible, partners will cover local transport expenses and hire of premises (where applicable) and various other expenses.

Budgets must comply with ICLD budget rules and procedures and be drawn up in accordance with ICLD's budget template

All costs financed by the programme are related to the work activities that are to be carried out. If the parties, when in Sweden or the cooperation country, choose to stay extra days in addition to what is required for work activities, costs for food, accommodation, activities, per diem and salaries during these days are not reimbursed. An extension of an official trip must not increase travel costs.

**Other costs that are not mentioned in the Budget Guidelines and may arise for a variety of reasons, are not funded by the programme.**

## THE MAXIMUM AMOUNT THAT CAN BE APPLIED FOR

### **Inception for Municipal Partnership, two parties:**

Europe: Max. SEK 240 000

Africa/Asia: Max. SEK 300 000

### **Inception for Municipal Partnership, three-party cooperation – EU countries:**

Europe: Reference point SEK 300 000

Africa/Asia: Reference point SEK 360 000

Budget level to be set in consultation with ICLD.

### **Inception for Municipal Partnership, multi-party cooperation:**

Europe: Reference point SEK 300 000

Africa/Asia: Reference point SEK 360 000

Budget level to be set in consultation with ICLD.

### **Steering group, two parties:**

Europe: Max. SEK 300 000 per annum

Africa/Asia: Max. SEK 350 000 per annum

### **Steering group, three-party cooperation – EU countries:**

Europe: Reference point SEK 400 000 per annum

Africa/Asia: Reference point SEK 430 000 per annum  
Budget level to be set in consultation with ICLD.

**Steering group, multi-party cooperation:**

Europe: Reference point SEK 400 000 per annum  
Africa/Asia: Reference point SEK 430 000 per annum  
Budget level to be set in consultation with ICLD.

**Project, two parties:**

Europe: Reference point SEK 450 000 per annum  
Africa/Asia: Reference point SEK 500 000 per annum  
Budget level to be set in consultation with ICLD.

**Project, three-party cooperation – EU countries:**

Europe: Reference point SEK 600 000 per annum  
Africa/Asia: Reference point SEK 650 000 per annum  
Budget level to be set in consultation with ICLD.

**Project, multi-party cooperation:**

Europe: Reference point SEK 600 000 per annum  
Africa/Asia: Reference point SEK 650 000 per annum  
Budget level to be set in consultation with ICLD.

**Development/Expansion, two parties:**

Europe: Max. SEK 240 000  
Africa/Asia: Max. SEK 300 000

**Development/Expansion, three-party cooperation – EU countries:**

Europe: Reference point SEK 300 000  
Africa/Asia: Reference point SEK 360 000  
Budget level to be set in consultation with ICLD.

**Development/Expansion, multi-party cooperation:**

Europe: Reference point SEK 300 000  
Africa/Asia: Reference point SEK 360 000  
Budget level to be set in consultation with ICLD.

**Dissemination:**

Max. SEK 100 000

## COSTS THAT CAN BE COMPENSATED

### Compensatory wage adjustment/Fees

- Compensation for Swedish municipality staff, i.e. municipal employees (based on actual salary and social security contributions). The maximum amount that can be paid is SEK 5200/day.

### Costs

- Experts and consultants hired by Swedish municipalities for projects in Sweden and in the partner country. The maximum amount that can be paid is SEK 6 400 kr/day. The costs for experts must be no more than 15 % of the total project budget. Any consultants/experts engaged must be justified in the project application, including a description of their role and significance for implementation of the project.
- Auditing costs. An auditor must be authorised or approved, or municipally certified. As a minimum, SEK 7 000, or 2% of the estimated total cost must be budgeted. Higher costs may be approved as qualifying for a grant if there are special grounds.

- Travel:

**Foreign travel:** Full compensation for travel in economy/tourist class for the Swedish and non-Swedish parties. ICLD assesses the amount applied for on a case-by-case basis.

**Local travels in Sweden and the partner country:** Full compensation for travels by the cheapest available means. Necessity must be motivated in the application.

**Environmental offsetting** costs in conjunction with flights (max. SEK 500 per person per return trip) may be approved.

- Accommodation and meals  
**Within Sweden for foreign participants:** Compensation of up to SEK 2 000/person/day (actual costs to be reported).

**Within the international partner country for Swedish participants:** Full compensation for food and accommodation of acceptable tourist standard (actual costs to be reported) plus allowance in accordance with Skatteverket's recommended amount per day for tax-free living allowance: <http://www.skatteverket.se>

- Interpreters  
Compensation is only available if the need of an interpreter has been justified for in the application.  
Swedish interpreters/translators in Sweden: No more than SEK 5 200/day.

Interpreter accompanying a delegation on a visit to Sweden: No more than SEK 2 000/day.

Swedish interpreter accompanying a delegation on a visit to the international partner country:  
No more than SEK 2 000/day.

Local interpreter accompanying a Swedish delegation on a visit to the international partner  
country: No more than SEK 2 000/day.

- Visa fees and any costs in conjunction with visa applications: for both parties.
- Insurance expenses for foreign participants in Sweden. No more than SEK 100/day.
- Necessary vaccinations: For the Swedish party.
- Communication (for example costs for telephone, SIM-card and postage costs): Standard contribution of SEK 1100/annually.
- Equipment and material  
These costs shall be justified in the application and its budget and a clear specification provided of the equipment and material to be purchased, or the material to be developed. Minor equipment and materials purchases, or printing of materials: a maximum of 15% of the total project budget per annum. Costs may, for example, relate to the production of an information folder, printing of reports, or purchases of equipment/materials required to conduct the project.
- Premises and conference costs  
A small amount of compensation for premises rental, e.g. in conjunction with workshops or conferences, may be payable if either of the parties are unable to supply premises. Funds for light refreshments in conjunction with the activity may also be included in this item.
- Unforeseen occurrences  
All project applications must allocate at least 2 % and a maximum of 4 % of the total project budget for unforeseen expenses.